

## Arizona Department of Health Services

### Teen Pregnancy Prevention Program

#### Request for Food Policy

The following rules apply:

- Food purchases cannot exceed 2% of total annual budget and must follow the outlined guidelines:
  - Meals (within per diem rate) or snacks will be considered for approval for sessions (youth or parents) that are 6 hours or more on evenings and weekends.
    - Food provided must be healthy items.
  - Snacks will be considered for approval only for youth sessions that are 1.5 hours or more and are held immediately afterschool.
- A Program Contractor Management approval signature is needed. This person is someone who is not the program manager. Perhaps the program manager's supervisor, procurement, etc.
- Requests must be made for entire sessions, not lessons-by-lesson. Requests can be made for more than one session per template as long as the needed documentation is attached.
- Requests being made with "recruitment and retention" as a justification for providing food will not be approved.
- Complete and submit the template that follows. Section A – Description of the event, has already been written and applies to youth sessions only. Fill in agency name and the ages of youth. If requests are for parent sessions, this section will need to be re-written.
- Requests need to be submitted at least 3 weeks prior to the event for which food is being requested.

Note: Requests will be approved by your assigned ADHS program manager and sent to the ADHS Chief Financial Officer for final approval. Once his approval is given, you will be notified that you can proceed with purchasing food. Do not purchase food until you receive a signed approved Request for Purchase of Food document.

## Request for Purchase of Food

**Agency Name:**

**Contract Number:**

- A. A description of the event, including the public purpose of the meeting, the programmatic benefit of the meeting, how the benefit of the meals or refreshments exceeds the cost, and any alternatives that have been considered.**

The (name of agency) will be providing a series of teen pregnancy prevention educational sessions to youth \_\_\_\_\_ years of age outside of regular school hours. The ability to provide healthy light meals or snacks will assist with removing a potential barrier to students attending a program outside of school hours and increase their ability to focus and actively participate in the sessions. The goal of the educational sessions is to provide young people with the skills, knowledge and motivation to delay sexual activity and prevent teen pregnancies and sexually transmitted diseases. The program being provided to the youth is an evidence-based/promising practice model that has been proven effective at reducing teen pregnancies/STDs. The financial and social benefits of preventing a teen pregnancy/STD exceed the costs associated with providing a light meal/snack to the youth enrolled in this program. Other alternatives considered have been to solicit donations however, it is extremely difficult to obtain donations from a business on an ongoing basis specifically for healthy snacks and soliciting donations consumes a considerable amount of staff time.

- B. A description of the target audience.**  
**C. An estimate of the number of participants and a breakout of the number of staff and the estimated number of participants.**  
**D. A description of the meals or refreshments to be provided and the estimated cost.**  
**E. The funding sources for the food.**  
**F. A draft agenda or similar document with beginning and ending times of the meeting, and the activities planned to coincide with the meals/refreshments.**  
**G. The name, title, contact number and email address of the contractor's contact for the event.**  
**H. The request and supporting documentation establish a clean a public purpose for this event. I certify that this event serves a valid public purpose and the meals or refreshments do not violate Article 9, Section 7, "Gift or Loan of credit; subsidies; stock ownership; joint ownership" of the Arizona Constitution."**

**Contractor Program Approval**\_\_\_\_\_

**ADHS Program Management Approval**\_\_\_\_\_

**Jim Humble, Chief Financial Officer**\_\_\_\_\_

**Approved**\_\_\_\_\_ **Denied**\_\_\_\_\_